

*Registration  
2008 CDBG How-to-Apply  
Workshops*

Name:  
\_\_\_\_\_

Title:  
\_\_\_\_\_

Locality/Organization:  
\_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone:  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail:  
\_\_\_\_\_

***I will attend the following workshop:***

☐ Richmond on January 23, 2008

☐ Abingdon on January 30, 2008

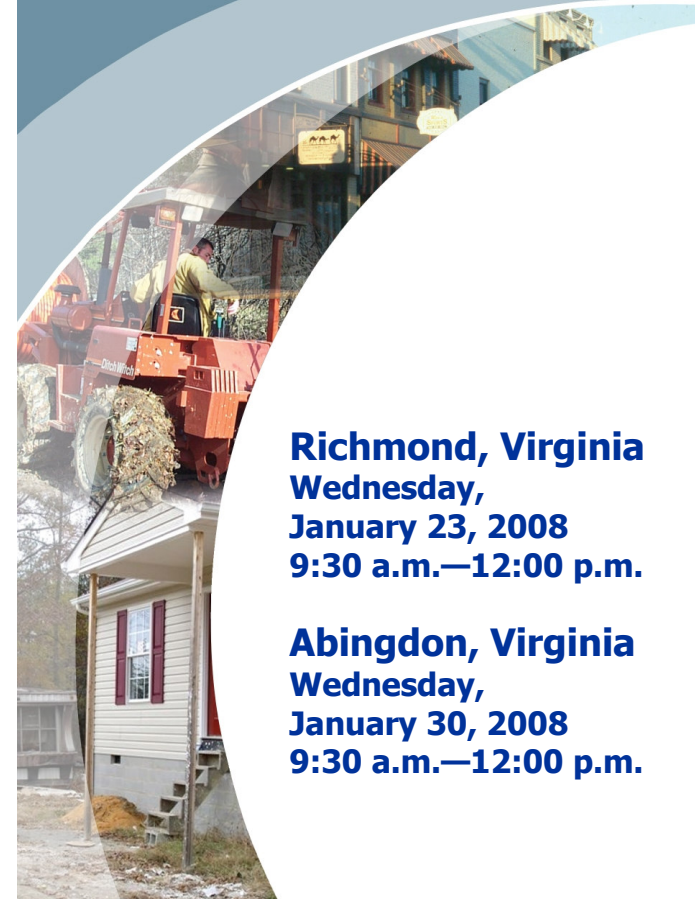
**Please return your registration by January 17  
to Theresa Flanagan, either by mail or fax  
(804-371-7093).**

**Please Pre-Register**

Project Management Office  
Virginia Department of Housing and Community Development  
501 North Second Street  
Richmond, VA 23219

## 2008 VIRGINIA CDBG COMMUNITY IMPROVEMENT GRANT

# HOW-TO-APPLY WORKSHOPS



**Richmond, Virginia  
Wednesday,  
January 23, 2008  
9:30 a.m.—12:00 p.m.**

**Abingdon, Virginia  
Wednesday,  
January 30, 2008  
9:30 a.m.—12:00 p.m.**



Project Management Office

**Virginia Department of Housing  
and Community Development**

501 North Second Street  
Richmond, Virginia 23219

# **2008 Virginia CDBG Community Improvement Grant How-to-Apply Workshops**

The Virginia Department of Housing and Community Development (DHCD) will conduct two How-to-Apply Workshops for Community Improvement Grants under the Community Development Block Grant (CDBG) program. These workshops are scheduled for Wednesday, January 23, 2008, in Richmond, and Wednesday, January 30, 2008, in Abingdon. Only non-entitlement local governments are eligible for CDBG funding.

During these sessions, DHCD staff will review project options, funding availability, proposal formatting, submission requirements and the proposal evaluation methodology. Adequate time will be reserved to discuss important issues related to specific project types.

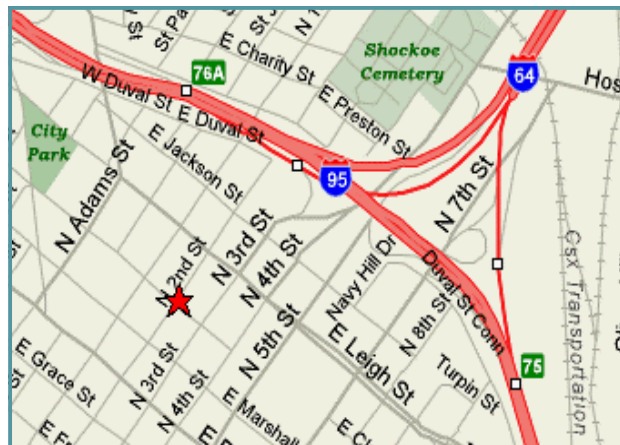
## **Important! Please Pre-Register**

To do so, complete the attached registration form and return it to Theresa Flanagan at DHCD either by mail or fax (804-371-7093) for receipt before January 17. Individuals requiring special accommodations should call DHCD at 804-371-7061 by January 17. If you have any comments or questions, call Chris Thompson or Keith Sherrill at (804) 371-7061.

**Wednesday, January 23, 2008**

**9:30 a.m.—12:00 p.m.**

**Dept. of Housing and Community Development  
The Jackson Center  
First Floor Boardroom  
501 North Second Street  
Richmond, Virginia 23219  
(804) 371-7061 / TDD (804) 371-7084**



Please obtain a **parking pass** at DHCD's front desk and display it on your car's visor. DHCD has a limited number of parking passes. In the event the supply is depleted, there is a parking lot located across from the DHCD lot at 2nd and Marshall Streets for your use along with limited on-street parking.

## **Project Development Technical Assistance**

sessions will be held in Richmond on Thursday, February 14 and Monday, February 25; and in Abingdon Wednesday, February 20 and Thursday, February 21. These are separately scheduled meetings, by appointment only. Contact Keith Sherrill at (804) 371-7055 to schedule a slot.

**Wednesday, January 30, 2008**

**9:30 a.m.—12:00 p.m.**

**Southwest Virginia Higher Education Center  
Executive Auditorium  
One Partnership Circle  
Abingdon, Virginia  
(276) 619-4300**

## **Directions:**

Take I-81 South to Exit 14 at Abingdon. Turn right off exit ramp and go 1/4 mile on Route 140. Take a right onto Route 372 to the VHCC Campus. Follow the signs to the Southwest Virginia Higher Education Center.



*In the case of severe inclement weather, phone the main number for the workshop location to be apprised of cancellation / rescheduling.*

CDBG Program Materials will be available at [http://www.dhcd.virginia.gov/CommunityDevelopmentRevitalization/Community\\_Development\\_Block\\_Grant\\_Program.htm](http://www.dhcd.virginia.gov/CommunityDevelopmentRevitalization/Community_Development_Block_Grant_Program.htm). The Final Program Design is now available. The Community Improvement Grant instructions and proposal format will be available at the time of the workshops.